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IPD-3443-59

20 May 1959

MEMORANDUM FOR: Chief, Budget Division

SUBJECT : Machine Run "Detail of Personal Services" as of 31 March 1959

1. The attached runs have been examined by personnel of this office who find them deficient for use in preparing "the personal service detail of budget estimates," as follows:

   a. Position titles and grades are not shown, only the actual grade of the incumbent. This is insufficient for proper compilation of the Operational Budget and Office Estimates.

   b. Military personnel are listed as Unvouchered on U. S. Field Section of the run, when some of the individuals are actually on Foreign Field assignments. This activity has no military personnel programmed against unvouchered funds.

   c. Reference column data, although explained in detail on cover memorandum (para B,1,(c)-pages 8 & 9), is not shown on the IBM run except for the Military service designations (i.e. Navy, U. S. Air Force).

   d. Since this run is listed as a "Detail of Personal Services," it would seem appropriate to show the Contract-type employees for this activity.

   e. The machine runs do not group the personnel sufficiently into proper Staffs, Branches and Sections, nor are the personnel separated as to U. S. Field (i.e. Test Site, Supply Depot, etc.) or Foreign Field Base assignments (i.e. Base B, Base C, etc.).

2. Inasmuch as IPD-DD/P now encompasses the Unit formerly designated Air Division and the Planning Staff, the June 30, 1959 run of Personal Services detail should include this Staff and Section. In other words, the IBM run, to be useful, should show all positions to be programmed for and costed against IPD, broken down by Activity and as between Vouchered and Unvouchered funds in a manner to facilitate completion of Form No. 1283, titled "Analysis of Personal Services Summary Spread Sheet."

3. The detail run should include all personnel assigned to IPD and eliminate those who are not to be so charged (i.e. General Charles P. Cabell).

25 YEAR RE-REVIEW

25X1

SIGNED

Comptroller, IPD-DD/P

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